

**Rules and Regulations of the
Municipal Civil Service Commission**

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RULE XI

PROBATIONARY PERIOD

A. Establishment

Pursuant to the provisions of Section 149(o) of the Charter, the Commission shall establish probationary periods for all positions in the classified service at the time the class is created.

1. The Commission may alter the probationary periods at any time. However, no increase or decrease of a probationary period shall have retroactive effect on employees holding positions in the class affected by the change in the probationary period.

2. Classes with 180 calendar day probationary periods are listed in Appendix A, which is fully incorporated herein.

3. Classes with 270 calendar day probationary periods are listed in Appendix B, which is fully incorporated herein.

4. Classes with 365 calendar day probationary periods are listed in Appendix C, which is fully incorporated herein.

5. Probationary periods for classes not specifically provided for in this Rule, or as amended, shall be 365 days.

6. In the event the title of any class enumerated in this Section is hereafter changed, the probationary period stated above shall apply to the successor class unless otherwise provided by the Commission.

7. Credit for the probationary period shall be given to part-time employees on an hourly basis with forty hours being considered seven calendar days.

B. Provisional Employees

Provisional employees shall serve the same probationary period as employees receiving original appointments.

C. Reemployment

Individuals reemployed by reinstatement pursuant to the provisions of Rule VIII(C) shall serve a probationary period in accordance with the following:

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1. In all cases where the individual had separated from the classification prior to the successful completion of his/her probationary period for the classification, with or without a break in continuous City service, a new probationary period must be completed;

2. In all cases where the individual had received a promotional appointment to the classification, as defined in Rule X(C), or had previously completed the probationary period for the classification but, in either case, subsequently separated from City employment, a 180-day probationary period must be completed;

3. In all cases where the individual had received a promotional appointment to the classification, as defined in Rule X(C), or had previously completed the probationary period for the classification and, in either case, there had been no break in continuous City service, a 90-day probationary period must be completed.

D. Probationary Period Extension

1. In the event that a probationary employee does not perform the regular duties of the position for an extended period (30 calendar days or longer) as a result of sick leave, injury leave, light duty, disability leave or any other reason, the probationary period may be extended for a period equal to the length of the extended absence from the job.

2. To extend the probationary period, an extension form must be filed with the Commission no later than ten calendar days prior to the original probationary period termination date. The form must be signed by the appointing authority and must identify: the period(s) of absence; the reason(s) therefore; the new probationary termination date; and, the method by which a copy of the form was served on the employee.

E. Probationary Termination

1. The service of any employee may be terminated by the appointing authority at any time during the probationary period by submitting a written report to the Civil Service Commission and the employee specifying the reason the employee is found unsatisfactory and such removal shall be final.

2. Unless the employee has been removed earlier, the appointing authority shall not less than ten calendar days prior to the end of the probationary period submit a report to the Commission of his decision to make the appointment permanent or remove such employee with the reason therefor.

3. Failure to make such a report at least ten days prior to the expiration of the probationary period shall automatically make the appointment permanent.

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4. There shall be no appeal of any kind from the action of the appointing authority removing an employee during or at the end of the probationary period.

Amended as of: April 28, 1997
